

SCHOOL & GROUP TRIP INFORMATION

Once you make a definite booking with us (you can leave a booking provisional for up to 1 week whilst you arrange your transport):

- ✓ A **Confirmation Booking Form & Information Sheets** will be emailed to you thus securing your slot with us – please check all details are correct and read all information prior to your visit to us.
- ✓ The **Health & Safety Declaration Form** at the bottom of your Booking Form must be signed and brought with you on your trip to the Farm.
- ✓ Our **Cancellation Policy** will come into effect: If you wish to cancel your booking a fee of £75 will be charged; however, no charge will be made if you need to rearrange the date of your visit - subject to availability. If you cancel/rearrange within 3 weeks of the date of your trip, the full amount due will be payable. A booking made by you confirms acceptance of these terms.

Prices March 2017 to September 2017

£5 per Child (minimum 15 children)

Adults 1:5 ratio FREE (1 adult FREE for every 5 children paid for)

£5 per extra Adult

Includes:

FREE pre-visit for teacher/organiser (must be pre-booked)

FREE downloadable Risk Assessment

FREE tour for the group

FREE adults 1:5 ratio

FREE handouts for follow-up work

FREE use of barn classroom facility allocated

Optional Extras (must be pre-ordered)

1 hr Indoor Fun Barn play £2 Per Child

Bags of Animal Feed 25p each

Ice Lollies 60p each

Goody Bags from 40p each (branded items – see website))

Tractor Trailer Ride £2 Per Person – 1 adult rides FREE to supervise

Min charge £30 i.e. 15 people

Trailer capacity approx 30 people

As we take group bookings based on numbers and allocate barns/classrooms in the same way, we respectfully request you advise us at least 3 weeks prior to your trip if your numbers significantly alter (a change of 3 or 4 children or adults is not a problem). We reserve the right to charge a minimum of 75% of the original numbers booked if you fail to do so.

Payment is due in full upon arrival on the day of your trip by cheque (payable to J & D Wainhouse), counted cash, BACS or a credit/debit card (2% charge to use a credit card, free to use a debit card). A late fee of £25 per day will be charged for non-payment on trip day.

Duration of visit: Min 2 hours, Max all day (during normal opening hours).

Guided Tour times are allocated on arrival

- The ***Baby Animal Tour*** is tailored for Nursery, Reception and Year 1 children. This is an engaging, interactive, fun and educational experience for the children lasting approximately 20 minutes facilitated by Farmer James and involves stroking and petting the animals.

Farmer James Fun Barn times are allocated on arrival

You can pre book a one hour play session for the children in our brilliant indoor Play Centre for an additional £2 per child. Maximum capacity at any one time on the equipment is 175 persons. Please note we may add small schools/groups together. Your group of children must be supervised by 4/5 adults during play who will be positioned strategically on the equipment; under 4's must have 1:1 adult supervision. Socks must be worn on the equipment by ALL at all times.

First Aid Facilities are available on site. However, schools and groups should bring their own medical supplies with them on their visit.

To qualify for our **Group Rate Discounts** you must bring 15 or more paid for children. A Minimum Charge of £75 applies for Farm Package Entry; a Minimum Charge of £105 applies for Farm plus Indoor Fun Barn Package Entry – Extras are NOT included.

Special Needs Groups please contact us for discount details.

Pre booking is essential.

Public Liability Insurance of £5m is held with National Farmers Union Assurance, Policy Number 080X2787226 annual renewal date May 5th.

We comply with all aspects of current Health and Safety Executive recommendations contained in the following publication: "**Avoiding ill health at open farms - Advice to farmers with teachers supplement**" – this is downloadable from our website www.stleonardsfarm.com "School & Group Trips" page.

We are accredited by CEVAS (Countryside Educational Visits Accreditation Scheme) and are members of FFS (Farms for Schools), FACE (Farming & Countryside Education) & NFAN (National Farm Attractions Network).

Contact Denise or Jane on farmerjames1@aol.com/01274 598795 during our office hours Monday to Friday 9.30am - 4.30pm.

Remember to quote the name of your school/group and the date of your trip on any correspondence/telephone calls to us.